**STATE SMALL BUSINESS STATIONARY SOURCE
TECHNICAL AND ENVIRONMENTAL COMPLIANCE
ASSISTANCE PROGRAM (SBTCP)**

**ANNUAL REPORTING FORM
FOR THE PERIOD 1/1/01 TO 12/31/01**

**OMB NO.: 2060-0337
EXPIRATION DATE: x/xx/xx**

*** Completed forms are due by March 1, 2002 ***

This is the Annual Reporting Form for the State Small Business Stationary Source Technical and Environmental Compliance Assistance Programs (SBTCPs) under the Clean Air Act (CAA) as amended in 1990. We are collecting objective information on each SBTCP. This report is not an evaluation of your program.

INSTRUCTIONS FOR COMPLETING THIS FORM

1. Please complete the web-enabled version of the Form. Do not answer questions by referring to attached documents or a previous SBTCP report.

2. You should already collect the requested information. If a question asks for data you do not have, please briefly explain why it is not available. For future reports, you may need to revise the statistics that you track.

3. Each answer block (with the noted exceptions) must contain information to be answered complete. If part of the question does not apply, indicate "not applicable", "NA", or another appropriate answer.

4. Submit your completed form by clicking on the large "submit this form" button on the opening page. Click this button only when all answers are complete and they have been reviewed by all necessary parties. Clicking on this button will permanently lock and submit your form.

WHAT IF I HAVE QUESTIONS?

If you have any comments on how to improve this Form, please call the U.S. EPA Small Business Ombudsman (EPA SBO), at **202-260-0490 or 800-368-5888**, Monday through Friday, 8:30 AM - 5:00 PM (EST). After these hours, you can leave a message on the answering machine.

For any technical questions on completing, printing, or submitting your form, please contact Angel Martin-Dias at 412-577-2643 or e-mail martindias@ctc.com.

WHY IS EPA REQUESTING THIS FORM?

As part of the CAA, the U.S. Congress required that each state and territory establish a Small Business Stationary Source Technical and Environmental Compliance Assistance Program (SBTCP) to help small businesses comply with this Act. As part of its reporting requirements to Congress, EPA includes information about the SBTCP programs using information you provide on this Form. EPA has given the responsibility for this report to its SBO, who uses this Form as a standard information collection tool.

SUGGESTIONS FOR COMPLETING THIS FORM

• Gathering information for this report is definitely a team effort! Enlist the help of key contacts from the SBO, the SBAP, and the CAP, and ask them to complete applicable sections.

• One person should take responsibility to complete and submit this Form (most likely the SBO).

• Refer to last year's Report to Congress and the information you provided on your Reporting Form last year when completing this year's Reporting Form.

PROGRAM INFORMATION

State, territory, or local agency for which this report is being submitted.

	REPORTING FORM CONTACT
Name	
Title	
Agency/Organization	
Address	
City, State, Zip	
Telephone Number	
Facsimile Number	
E-mail	

BUDGET

Record the combined budget for your SBO, SBAP, and CAP for calendar year 2001. (If your budget is by fiscal year, please indicate the FY budget that is in effect as of 12/31/01.)

2001 Budget	

STAFFING

How many people, measured as full-time equivalents (FTEs), support the SBO and SBAP?

Total FTEs	

What is the status of your CAP as of the end of 2001?

Status	**Check if applicable**
Complete (at least 7 members)?	
Active (holding regular meetings, conducting activities, etc.)?	

OUTREACH AND TECHNICAL ASSISTANCE

Does your program offer air-only or multimedia assistance?

Air only	
Multimedia	

Please indicate the requested data for each type of activity during 2001.

ACTIVITY	TOTALS	
Hotline/e-mail		**# calls/e-mails =**
Onsite visit		**# visits =**
Seminars/workshops	**# events =**	**# participants =**
Publications/mailings	**# documents =**	**# copies distributed =**
Home page		**# hits =**
Video & Teleconferences	**# events =**	**# attendees =**
Permit applications		**# permits =**
Other		**# =**
TOTAL ASSISTS		

Please include any information about your program that you would like to highlight, such as significant accomplishments, awards, move to multimedia, etc. Case studies are especially appreciated!